

1969

OFFICE OF TRAINING

NOTICE

No. 16-69

14 March 1969

SUBJECT: Establishment of Executive Assistant in the Office of Training

1. Effective this date, Chief, Plans and Management, OTR, is redesignated Executive Assistant to the Director of Training (OTR/EA). [REDACTED]

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[REDACTED] is appointed Executive Assistant.

2. In addition to the former duties of Plans and Management, the office of the Executive Assistant will also have responsibility for the review, coordination and processing of incoming and outgoing correspondence for the Director of Training. OTR/EA is also administratively responsible for OTR's representatives to the Defense Intelligence School, National Interdepartmental Seminar, and the [REDACTED] and for the work of the OTR Historian.

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3. Components within the office of the Executive Assistant are:

Plans Staff
Management Staff
Personnel Branch
Budget and Fiscal Branch
Security Officer
Logistics Branch (formerly
Supply and Services Branch)
OTR Historical Office

Liaison

Defense Intelligence School
National Interdepartmental
Seminar

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John Richardson
Director of Training

Distribution: Key 1-C

Group I
Excluded from automatic
downgrading and
declassification